CHECKLIST FOR PROCESSING NEW APPLICATIONS SERIAL 100000 INSTRUCTIONS: 1. Make a checkmark beside each item IF verified. 2. If corrections are required, write notes to the examiner or supervisor on reversed side. 1. FACE OF THE FILE 1. Printed and stamped serial 1. Co

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number match bar code label.			2. Circle Ind claims on the Index of
2. Filing Date present			or o
3. Class/Subclass present			3. Draw line under the last claim number
4. Applicant(s) name present.			On the Index of Claims.
5. Total no. of drawings present.		•	
6. Total no. of claims present.			E. SPECIFICATION
7. Total no. of ind. Claims present			
8. Filing fee received present			1. Serial no. Pressent and correct
9. Mailing address present			2. Specification in permanent ink.
10. Title of invention present	•		3. Brief description of each drawing figur
			4. No missing or duplicate pages.
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A. DRAWINGS			F. ABSTRACT
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i. None (go to B)	•		,
2. Serial No. present & correct		•	I. None (go to G)
on each sheet.			2. Serial no. Present nd correct 3. Abstract on separate page.
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			5. One paragraph ONLY
B. SMALL ENTITY STATEMENT			
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1. Title matches face of file and			2. Enter on contents of filewrapper.
specification			3. Instruction to cancel claims. 4. Claims canceled on Index of Claims.
2. Declaration phrase present			
(I hereby declare all)			5. Instruction to add claims. 6. Circle new independent claims on the
3. (Original and first inventor or			Index of Claims.
inventors) Phrase present.			7. Draw line under the new last claim
4. (Reviewed and understand the			number on Index of Claims.
contents of the application			8. Complete forms 1360 and 875.
including claims) Phrase present.			Complete totals 1500 and 075.
5. (Acknowledge duty to disclose	•		J-PTO-948
Information in accordance with	•		
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Or less than 6 months after filing date.	•		1. PALM File Data sheet present.
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